



POSITION DESCRIPTION and WORK PROFILE

Coordinator Outside School Hours Care Program (Contract)

The Ormiston College Outside School Hours Care (OSHC) provides families with a care service outside of regular school hours. Before school, after school and vacation care programs are provided to Ormiston College families giving them peace of mind that their child is in a safe, nurturing and exciting environment.

Ormiston College OSHC is an environment where children can relax, be challenged, discover, explore and be safe, while having fun. The facility's program is designed to accommodate the needs of a mixed age group of children and programs provided are educational and delivered with fun being the focus of our work and play.

The OSHC Coordinator will be part of a team of professionals who are committed to providing a high quality program.

ROLE

As the OSHC Coordinator you will be responsible for the preparation, administration and implementation of a stimulating, relaxing and meaningful program based on the My Time My Place Framework. You will be required to maintain accurate student records, work health and safety checks, oversee all programming, staffing requirements and ensure that the Service policies, procedures, forms and quality improvement plan are all updated and in line with current legislation and regulation.

Enthusiasm, motivation, and commitment are personal attributes expected of an OSHC Coordinator. Recent experience working with children from 4 to 13 years will be highly regarded.

MANDATORY QUALIFICATIONS

As the OSHC Coordinator you will require the following qualifications:

- Diploma of Early Childhood Education and Care or equivalent (as listed on the approved qualification list by ACECQA)
- Valid Working with Children Check clearance (Positive Notice Blue Card from the Department of Justice and Attorney General)
- Current Provide an Emergency First Aid Response in an Education and Care Setting certificate (Including CPR)

REPORTING RELATIONSHIPS

This position reports to the Director of the Early Learning Centre and the Deputy Head of College.

EXPERIENCE and UP TO DATE KNOWLEDGE AND COMPLIANCE

Applicants will require essential experience:

- Proven ability in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional development and training, team leadership and management of staff.
- Understanding and working knowledge of WHS legislation.
- Demonstrated knowledge of service's requirements of the Child Care Subsidy (CCS) system and ability to perform software application for compliance.
- Demonstrated knowledge of the My Time Our Place Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018).
- Previous experience in successfully managing a budget for an early education and care service.
- A working knowledge of the Qikkids program would be highly regarded.

Applicants will also require up to date knowledge and compliance with the following Law, Regulations and Acts:

- Service Policies and Procedures
- Education and Care Services National Law (2010)
- Education and Care Services National Regulation (2011)
- National Quality Standard (NQS)
- My Time Our Place (MTOF)
- ECA Code of Ethics
- Work Health and Safety Act 2009
- Commonwealth Privacy Act 1988 and the Australian Privacy Principles (APPs) (2014)
- Fair Work Act
- Family Assistance Law
- Child Protection

POSITION OBJECTIVES

Objectives of this position include:

- Provide leadership and management to educators and staff regarding all aspects of the operation of the service in line with relevant regulations, policies and procedures.
- Liaise closely with the Director of the Early Learning Centre, The Deputy Head of College and the Educational Leader, regarding matters relating to the operation of the service.
- Support educators and staff with professional training and mentoring to effectively manage the service, whilst providing feedback regarding performance on a regular systematic basis.

WORK PROFILE

CURRENT RESPONSIBILITIES

The accountabilities of the role of OSHC Coordinator are to:

- Lead the management and contribute towards the administration of the OSHC Centre.
- Work with groups of children in a mixed age group from 4 to 13 years.
- Work with co-educators to help prepare and implement a high quality play-based program that is inclusive of all ages, individual's needs, abilities and skills.

- Ensure documentation of the children's learning, program events, activities and experiences occurs.
- Ensure that there is continuous improvement of the program through reflective practice with staff.
- Liaise with parents and staff to ensure best outcomes for children.
- Ensure that the policies and practices of the Service are maintained and adhered to.
- Ensure that the OSHC adheres to all relevant regulations and statutory requirements.
- Ensure that the OSHC meets or exceeds quality assurance requirements.

KEY DUTIES of the position include but are not limited to:

- Lead in the development and continuous improvement of the Service's program, routines and practices.
- Lead staff in the use of reflective critical thinking to ensure continuation of high quality care.
- Coordinate and direct activities that are age appropriate and inclusive.
- Work in accordance with the licencing requirements of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law 2010.
- Undertake and implement the requirements of the National Quality Framework.
- Ensure the Service's policies and procedures are adhered to.
- Perform general duties associated with the operation of the Service, including but not limited to all aspects of food preparation, service and cleaning/maintenance of all areas of the Service (internal and external).
- Ensure a safe environment is provided for the children.
- Ensure the health and safety of the children in care.
- Give each child individual attention and comfort when required.
- Provide direction to staff regarding children with particular needs.
- Ensure that records are maintained and are up to date.
- Administer first aid to the level of their competency when appropriate.
- Assist parents/families at all times, signing in/out and so on.

APPLICATION PROCESS

Applicants should provide their current CV and the name and contact details of two professional referees.

Applications should be emailed to: humanresources@ormistoncollege.com.au

Please include the Job Title in the Subject Line of your application email.

The successful candidate will be chosen through a process of interview of shortlisted applicants.

ADDITIONAL INFORMATION

This is a fixed term, full time contract position working 38 hours per week commencing as soon as possible. There is the possibility this position may become permanent.

Ormiston College OSHC salaries are above those indicated in the Children Services Award 2010. The salary for this position will be in the range of \$36 to \$40 per hour dependent on qualifications and experience.

Further information about the College can be accessed at www.ormistoncollege.com.au. More detailed information about this position can be obtained by contacting the Deputy Head of College, Mrs Lee Catterall on 3821 8999.

Applications for this position close at **3pm on Friday, 30 April 2021**.